



Amanda Oluokun

Nationality: Nigerian (Nigeria) **Date of birth:** 27/11/2002

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ABOUT ME

I am a detail-oriented professional who thrives in dynamic, high-stakes environments. I love to travel, experience new cultures and scenery wherever I go! My faith in God's will for my life is what motivates me to work hard and believe in myself. I am a firm believer in the inevitability of death, so I live life to the fullest everyday!

EDUCATION AND TRAINING

National Youth Service Corps Member

NYSC [22/01/2025 – 21/01/2026]

City: Uyo, Akwa Ibom State | **Country:** Nigeria | **Level in EQF:** EQF level 5

- Leadership Training: focused on developing leadership skills and team management, imparts the requisite knowledge in work place hazard identification and control.
- Trained on Health Safety and Environment.
- Gained experience on how business and corporations operate.

Sustainable Development Goals

NYSC CDS [22/01/2025 – 27/11/2025]

City: Uyo, Akwa Ibom State | **Country:** Nigeria | **Level in EQF:** EQF level 5

- Received training on different SDG Goals, carried out community outreaches, serving as an Executive member via the post of Project Chairman.
- Worked with government agencies under the NYSC program
- Carried out sensitization projects in Uyo.

Certified Personnel Manager

CIHRM [07/02/2025 – 06/10/2025]

City: Uyo, Akwa Ibom State | **Country:** Nigeria | **Level in EQF:** EQF level 5

- Learnt how to identify company objectives and create and implement policies that improve them.
- Recent technical developments, new business strategies, and cutting-edge HR practices.

Postgraduate Diploma (Human Resources Management)

CIHRM [07/02/2025 – 06/10/2025]

City: Uyo, Akwa Ibom State | **Country:** Nigeria | **Level in EQF:** EQF level 5

- Maintain effective employee and employer relationships by helping to support and motivate employees.
- Understanding tactical aspects of human resources, such as HR policy, compliance, and employment law.

Associate

CIHRM [07/02/2025 – 06/10/2025]

City: Uyo, Akwa Ibom State | Country: Nigeria | Level in EQF: EQF level 5

- Trained on how HR training and development improve productivity, enhance performance, and strengthen workplace culture.

Human Resources and Consultancy

TimGreen Resources Limited [22/01/2025 – 07/02/2025]

City: Uyo, Akwa Ibom State | Country: Nigeria | Level in EQF: EQF level 5

- occupational technology (basic principles, hygiene, safety)n- knowledge of business and its economic, legal and social context.

Bachelors Degree

Covenant University [22/01/2021 – 15/08/2024]

City: Ota, Ogun State | Country: Nigeria | Level in EQF: EQF level 6

- Trained specifically in matters pertaining to foreign policy, globalisation, comparative politics, world economy and research projects.
- Exposure to the French language and etiquette.
- Extensive knowledge concerning international relations.
- Emerged best Delegate of DISEC in Covenant University Model United Nations(CIMUN), and served as a Volunteer for the following year.

Secondary School Leaving Certificate/WAEC

The Hillside School [08/09/2014 – 22/08/2020]

City: FCT, Abuja | Country: Nigeria | Level in EQF: EQF level 4

- Best Graduating Student in the Social Sciences.
- Emerged as the Valedictorian of the 2020 set.
- Core credits(Mathematic, English, Civic Education, Government, Literature in English) were achieved.

Primary School Leaving Certificate

The Hillside School [09/09/2009 – 10/09/2014]

City: FCT, Abuja | Country: Nigeria | Level in EQF: EQF level 3

WORK EXPERIENCE

 **WHO** – Uyo, Akwa Ibom State , Nigeria

Health and safety inspector

[22/06/2025 – 01/07/2025]

Directed crisis management efforts, ensuring minimal disruption during emergencies

- Evaluated cluster performance through key performance indicators, leading to improved outcomes
- Acted as the key liaison for corporate leadership, maintaining a 98% engagement rate
- Created comprehensive reports for stakeholders, enhancing transparency and decision-making
- Coordinated quarterly meetings to assess project milestones and institute corrective actions

 **Ministry of Humanitarian Affairs** – Uyo, Akwa Ibom State , Nigeria

Secretary

[01/04/2025 – 08/01/2026]

Prepared detailed reports and meeting minutes, enhancing decision-making processes.

- Handled incoming correspondence, ensuring a 100% response rate within 24 hours.
- Performed data entry tasks, maintaining 99% accuracy across all databases.
- Reviewed and edited documents for errors, enhancing overall document quality.
- Supported human resources functions, resulting in a smoother onboarding process.
- Executed confidential administrative tasks, ensuring information security and integrity.

 **Covenant University** – FCT, Abuja , Nigeria

Management assistant

[10/04/2024 – 30/07/2024]

Drafted, reviewed, and revised a broad range of legal documents, ensuring compliance with applicable laws and regulations

- Worked closely with compliance officers to conduct audits, ensuring robust adherence to industry regulations.

SKILLS

Microsoft Office / High adaptability & Resourcefulness / customer relationship management / Trustworthy and self-disciplined / Technologically savvy / team building / Willingness To Learn / - Excellent communication / disseminate messages to people / Great social interaction skills